



TENTH JUDICIAL DISTRICT
WAKE COUNTY
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January 12, 2021

From: Hon. Paul Ridgeway, Senior Resident Superior Court Judge
Hon. Debra Sasser, Chief District Court Judge
Hon. Lorrin Freeman, District Attorney
Hon. Blair Williams, Clerk of Superior Court
Hon. Chris Graves, Chief Magistrate
Mr. Deonte Thomas, Chief Public Defender
Ms. Kellie Myers, Trial Court Administrator

Re: Tenth Judicial District (Wake County) Court Operations – Beginning January 19, 2021
(Amended V.2)

The emergency directive of Former Chief Justice Cheri Beasley postponing non-essential, in-person court proceedings for 30 days, beginning December 14, 2020, is set to expire on January 13, 2021. Chief Justice Paul Newby has indicated his intention to leave operational decisions to local jurisdictions who can best determine the public health requirements. As a result, we intend to expand court operations in the 10th Judicial District (Wake County) at the start of the January 19, 2021 session¹ as set out in the following pages. The information contained herein is contingent upon further orders of Chief Justice Newby and Governor Cooper.

Further modifications to this plan will be implemented as warranted. We will continue to consult with local county and health officials regarding the impacts of COVID on our community and will publicize changes to court operations on the Wake County COVID-19 Updates page.

<https://www.nccourts.gov/locations/wake-county/wake-county-coronavirus-covid-19-updates>

Clerk and court offices in the Wake County Courthouse and Justice Center remain open for business. However, the number of staff available may be reduced due to safety precautions, approved leave, and adjusted working schedules. Unless you are required to appear in-person to conduct your business, attorneys and the public should use email and telephone to communicate with court staff. Contact information may be found below and on www.nccourts.gov.

[Online court services](#) are available for handling some court business, including citation services, paying your ticket, court payments, signing up for court date notifications and reminders, Guide & File for certain courts and case types, and more. Visit www.nccourts.gov/services.

All persons entering judicial facilities are to comply with the [COVID-19 Public Safety Policies of the 10th Judicial District](#), including social distancing, mask wearing, and compliance with COVID courtroom capacity limits.

¹ Monday, January 18, 2021 is a Judicial Branch holiday.

<p>CLERK OF SUPERIOR COURT – CIVIL (WCCH)</p>	<ul style="list-style-type: none"> • The Civil Division of the Clerk’s Office will be available during regular business hours to provide assistance. • Specific questions may be submitted by email: Wake.CivilPending@NCCourts.org. • Civil District, Civil Superior, and Small Claims filings are encouraged by drop box and mail. <ul style="list-style-type: none"> ○ Filings by mail should be sent to: PO Box 351, Raleigh, NC 27602. ○ Drop boxes are located on the first floor of the Wake County Courthouse (316 Fayetteville Street, Raleigh, NC) <ul style="list-style-type: none"> ▪ Every document dropped in the boxes will be stamped filed by 5:00 p.m. on the business day it was dropped if the document contains proper payment, if required. • Emergency filings (e.g., TRO, custody, and motions to stay eviction) will be accepted by appointment and in-person. Appointment requests should be submitted by email: WakeCourtHotline@nccourts.org. • Domestic Violence filings (50B & 50C) will be accepted on the fifth floor of the Wake County Courthouse only. • Public file access requests (copies of files) will be accepted by email only: WakeCivilClerk.FileRequest@nccourts.org.
<p>CLERK OF SUPERIOR COURT – CRIMINAL (WCJC)</p>	<ul style="list-style-type: none"> • The Criminal Division of the Clerk’s Office will be available during regular business hours to provide assistance. • Specific questions may be submitted by email: Wake.Criminal@NCCourts.org. • Public file access requests (copies of files) will be accepted by email only: WakeCriminalClerk.FileRequest@nccourts.org.
<p>CLERK OF SUPERIOR COURT – ESTATES (WCCH)</p>	<ul style="list-style-type: none"> • Estate administration matters will be conducted, although in-person meetings will be subject to health precautions as determined by the Clerk of Court. Please schedule estate matters via this link when possible. • Estate hearings will be conducted via WebEx as scheduled. • Public file access requests (copies of files) will be accepted by email only: Wake.Estates.CopyRequest@nccourts.org.
<p>CLERK OF SUPERIOR COURT – SPECIAL PROCEEDINGS (WCCH)</p>	<ul style="list-style-type: none"> • Guardianship hearings will be conducted if deemed an emergency. WebEx hearings will be conducted as scheduled. • Special Proceeding hearings will be conducted via WebEx as scheduled. • Public file access requests (copies of files) will be accepted by email only: Wake.SP.CopyRequest@nccourts.org.
<p>CHILD SUPPORT ENFORCEMENT COURT (WCCH)</p>	<ul style="list-style-type: none"> • Courtrooms 5C and 5D will resume normal operations.

<p>CIVIL DISTRICT COURT – GENERAL (WCCH)</p>	<ul style="list-style-type: none"> • Pursuant to the Remote Protocol for Courtroom 9C, pages 3-4, effective January 1, 2021, the Thursday Motions Calendar was to be conducted remotely via Webex. This aspect of the Remote Protocol is now effective on Thursday, January 21, 2021. • Jury Trials in civil district court will resume as provided in the 10th Judicial District Jury Trial Resumption Plan. • Cases in which all parties stipulate to a jury of six or eight may be given a priority setting. If all parties stipulate to a reduced number of jurors, please contact the District Court TCC (Amy.L.Turner@nccourts.org). • If all parties consent to waive a trial by jury, please notify the District Court TCC (Amy.L.Turner@nccourts.org) so that she may set your matter for a bench trial to avoid further delays caused by the impact of COVID-19 on the court system. • Bench Trials will resume as calendared and will continue to be conducted in Courtroom 9C. All attorneys, parties and witnesses must appear in person for the trial unless specifically ordered otherwise by the Presiding Judge. Calendars published by the TCC are available online at http://www1.aoc.state.nc.us/www/calendars/Civil.jsp?county=WAKE. • If you are unable to come to the courthouse for any reason relating to COVID-19, you may email a request for a continuance to wake.civildistrict@nccourts.org. Include your case number and case name in the subject line and send a copy of the email to opposing party. • District Court Arbitrations will resume on February 1, 2021 in Courtroom 10A (parties should report to Courtroom 10B to check-in).
<p>CIVIL SUPERIOR COURT (WCCH)</p>	<ul style="list-style-type: none"> • Civil superior motions will continue be heard remotely by Webex, as set out in the Operation of Civil Superior Court in January 2021. • 2021 motion hearing dates: Motions may be set for hearing on any weekly court session. Calendar request deadlines are three weeks prior to the first day (Monday) of the session of court requested. Parties should refer to the Spring 2021 superior court judge assignments and weekly court sessions on the Superior Court Master Calendar as the session schedule: https://www.nccourts.gov/documents/publications/superior-court-master-calendar. • Jury trials in civil superior court will resume as set out in the 10th Judicial District Jury Trial Resumption Plan. When the date for the resumption of civil jury trials is determined, the TCC will notify the parties and attorneys in the first case and will publish the information to the Wake County COVID-19 Updates page at least 30 days prior to the first civil jury trial. • Requests for emergency matters should be submitted by email to Lisa.R.Tucker@nccourts.org.

<p>CRIMINAL DISTRICT COURT (WCJC)</p>	<ul style="list-style-type: none"> • Attorneys are encouraged to advise their clients whose appearance is unnecessary not to report on their court date. • Courtroom 301 will resume operations for both in custody and out of custody felony cases. • Courtroom 101 will resume operation on January 25, 2021. Attorneys are encouraged to handle all their cases for the week on Fridays in 101 between 8:30-12. • Courtrooms 403, and 404 (DWI courts) will resume operations, including first appearances for DWIs on Friday afternoons. • Courtroom 303 will resume operations for both in custody and out of custody domestic violence cases. • Courtroom 201 will be open for all in custody misdemeanor cases Monday through Friday, AM and PM sessions. Misdemeanor probation violations will also be heard in courtroom 201 on Tuesday and Wednesday mornings. • Courtroom 304 will continue to operate in the afternoons for first appearances. • General misdemeanor cases currently set from January 14 through March 1 and assigned to the second floor will be reset to a future date no sooner than March.
<p>CRIMINAL SUPERIOR COURT (WCJC)</p>	<ul style="list-style-type: none"> • Jury trials will resume the week of January 25, 2021 and will operate pursuant to the 10th Judicial District Jury Trial Resumption Plan. • Grand Jury will proceed as scheduled. • Criminal superior court will operate beginning January 19, 2021 for both in custody and out of custody cases. • Courtroom 701- Calendar call will continue to be conducted as it was during 2020 with attorneys' presence only being required for any cases in which an attorney has made a notice of general appearance or has been appointed by the Court. • Probation violations and misdemeanor appeals will resume operations with January 19th being a probation week and January 25th being a misdemeanor appeals week pursuant to the existing schedule. • For Misdemeanor Appeals Calendar- Attorneys must advise their clients whose appearance is unnecessary not to report on their court date. • Issuance of writs will resume.
<p>DIVORCES (WCCH)</p>	<ul style="list-style-type: none"> • Divorce proceedings will resume operations on Fridays only, as set out in the August 2020 Family Court Update. • Webex remote hearings at 9:00 a.m. • Courtrooms 9C and 2B at 10:30 a.m. • Courtroom 2A at 2:00 p.m.
<p>DOMESTIC COURT (WCCH)</p>	<ul style="list-style-type: none"> • Domestic courtrooms 2A, 2B, 2C, and 2D will resume operations on January 19, 2021, as set out in the August 2020 Family Court Update. • Domestic Courtrooms will run remote calendar calls at 9:00 a.m. each day in Courtrooms 2B, 2C, and 2D. • Cases set for remote hearings, including emergency cases, will be heard in the regularly scheduled WebEx virtual courtroom. See November 2020 Family Court Update for the current Webex details.

DOMESTIC VIOLENCE COURT – CIVIL (WCCH)	<ul style="list-style-type: none"> Domestic violence filings (G.S. 50B and G.S. 50C) will be accepted on the fifth floor of the Wake County Courthouse only. Courtrooms 5A and 5B will operate daily for in-person hearings. Daily calendar calls will be held remotely via Webex at 9:00 a.m. See Protocol for Domestic Violence Webex Calendar Calls and Remote Hearings and November 2020 Family Court Update for Webex details.
FAMILY COURT OFFICES (WCCH)	<ul style="list-style-type: none"> Family Court offices will be open during regular business hours. Child custody mediation orientation and mediation sessions that have been scheduled will continue to be conducted remotely. Requests for assistance are encouraged by phone and email to the case coordinator for the assigned judge or to Family Court Administrator, Yvette Smith. Case coordinator’s names and email addresses can be found at www.WCFCC.com.
IVC HEARINGS	<ul style="list-style-type: none"> Involuntary commitment hearings will continue to be conducted remotely. The paperwork associated with petitions for which there was no hearing will continue to be handled on the 12th floor of the Wake County Courthouse by an in-person judge.
JURY DUTY	<ul style="list-style-type: none"> Follow the instructions on your Summons or call the Jury Information Line at (919) 792-4040. Requests for excusals and deferrals will not be accepted by email.
JUVENILE ABUSE NEGLECT & DEPENDENCY COURT (WCCH)	<ul style="list-style-type: none"> Courtroom 4C will resume normal operations for in-person and remote hearings. Any case which is scheduled to be heard in-person can be heard remotely after consultation with the attorneys and/or parties.
JUVENILE DELINQUENCY COURT (WCCH)	<ul style="list-style-type: none"> Courtroom 4B will resume normal operations for in-person and remote hearings.
MAGISTRATES’ OFFICES	<p>Hammond Road Magistrate’s Office (3301 Hammond Road, Raleigh, NC)</p> <ul style="list-style-type: none"> Magistrate’s Court located at the Wake County Detention Center is open 24/7/365 All proceedings will continue as normal including probable cause hearings for Arrest/Search Warrants, Initial Appearances, Involuntary Commitment Orders, Juvenile Petitions, Secured and Non-Secured Custody Orders, and Bail Transactions
RECOVERY COURT (WCCH)	<ul style="list-style-type: none"> Courtroom 4C, Recovery Court, will resume normal operations on Fridays.
SMALL CLAIMS COURT (WCCH)	<ul style="list-style-type: none"> Courtrooms 3A, 3D, and 3C will resume operations for small claims proceedings. Small claims remote hearings will continue, upon request and approval of the presiding Magistrate.
TRAFFIC COURT (WCJC)	<ul style="list-style-type: none"> Courtroom 101 will resume operation on January 25, 2021. Attorneys are encouraged to handle all their cases for the week on Fridays in 101 between 8:30-12.

<p>TRIAL COURT ADMINISTRATOR'S OFFICE (WCCH & WCJC)</p>	<ul style="list-style-type: none"> • Staff schedules will be adjusted to allow people to work remotely, so e-mail is the preferred method of communicating about your matter. Please do not deliver hard copies to our office because we will not timely receive the materials. For assistance, please contact the appropriate staff member: <ul style="list-style-type: none"> ○ Civil District Court: Amy.L.Turner@nccourts.org ○ Civil Superior Court: Lisa.R.Tucker@nccourts.org ○ Civil Superior Orders & MSC: Shanda.R.Smallwood@nccourts.org ○ Criminal Superior/LEA: Bettye.D.Cooper@nccourts.org ○ District Court Arbitration: Carol.R.McLeod@nccourts.org ○ Trial Court Administrator: Kellie.Z.Myers@nccourts.org
<p>WEDDINGS (WCJC)</p>	<ul style="list-style-type: none"> • Weddings are performed by appointment only with maximum of 10 weddings per day in Courtroom 901; appointments may be requested by emailing WakeMagistrateWeddings@nccourts.org. • A strict limit of 6 individuals, including the couple getting married, are allowed to be in attendance • Couples seeking to be married by a Magistrate must first obtain a valid marriage license from a North Carolina Register of Deeds Office.